

DIRECTOR, HEALTH AND HUMAN SERVICES
(Executive Management)

MISSION:

The Health and Human Services Agency (HHS) provides a broad range of services to the community including indigent health, mental health, public health, alcohol and drug services, self-sufficiency, child welfare, public guardian, and services to the aging, disabled and veterans populations. The Agency emphasizes a community-based approach using public-private collaborative partnerships and is organized in six geographic regions to better serve families in San Diego County. The Agency's long-term outcomes for the county are healthy communities, healthy behaviors and lifestyles, illness prevention and independence, self-sufficiency and personal responsibility, and safe communities.

DEFINITION:

Directs the operation of the Health and Human Service Agency to assure a healthy community, ensure and protect access to needed services, and promote self-reliance and personal responsibility of county residents. This may be achieved through the building of partnerships with public, private, and community based organizations, sharing interests and resources.

AUTHORITY:

- (1) County of San Diego Charter, Article VII, Sections 700,
- (2) County of San Diego Administrative Code, Article XV, Sections 230-234.
- (3) State of California, Welfare and Institutions Code, Section 10800.

GENERAL DUTIES AND RESPONSIBILITIES:

Serves at the pleasure of the Chief Administrative Officer as the Deputy Chief Administrative Officer for the Health and Human Services Agency; establishes strategic direction of the agency, its activities, programs and services in accordance with the Board of Supervisors; provides leadership, direction and guidance for the development, implementation and evaluation of plans, programs, activities, operational policy and procedures concerning agency services and recommends appropriate changes; oversees the Agency cabinet comprised of senior executives; develops the agency's annual budget and monitors revenue and expenditure transactions; conducts fiscal analyses and prepares cost projections; identifies operational problems and formulates appropriate solutions; prepares reports and correspondence; makes presentations to the Board of Supervisors and other legislative authorities; establishes and maintains collaborative working relationships with community organizations concerned with health and human services and issues; acts as liaison with other public and private agencies, providing information to and coordinating activities with county departments, the public, and federal, state and local authorities; participates as an active member of the County's Executive Management Team; may serve as or appoint qualified individuals to the following positions: the County Health Officer, Veterans Services Officer, Director of Health Services, Director of Mental Health, Director of Public Social Services, Welfare Director, Drug and Alcohol Program Administrator, Director of the Area Agency on Aging, Community Action Director, Veterans Service Officer, Coordinator of the Commission on Children, Youth, and Families, and Public Administrator; and supervises subordinate staff.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Policy/procedure development and implementation related to a variety of health and human services/programs that protect and promote public health and well being.
- Federal, state, and local laws, regulations and codes relating to health and human services programs.
- Community resources available to implement and provide health and human services programs.
- Principles and practices of a variety of social casework and services provided for disadvantaged individuals and populations.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.
- The General Management System in principle and practice.

Skills and Abilities to:

- Plan, organize, direct, and evaluate the overall activities of a multi-disciplinary staff involved in providing a variety of health and human service programs that protect and promote public health and well being and assist disadvantaged individuals and populations.
- Coordinate agency services with other county departments and public/private agencies.
- Ensure that agency activities conform with other county departments and public/private organizations.
- Identify and resolve departmental operational problems.
- Prepare annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentations on the agency's purpose, mission, activities, services, and issues.
- Establish and maintain effective working and diplomatic relations with staff, boards, commissions, the public, and representatives from governmental, industry, media, and other agencies.
- Bring outstanding vision, communication, ethics, interpersonal and consensus building to Health and Human Services.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which would likely demonstrate the knowledge, skills or abilities stated above. Examples of qualifying education/experience are:

1. Extensive experience at an executive and/or management level providing specialized health and/or human services for a large public agency, including direction of budget, personnel, fiscal, supply and other administrative/line functions of the organization; AND,
2. A master's degree from an accredited college or university in public administration, business administration, health sciences, social services or related field.

Note: A medical (M.D.) or doctoral (Ph.D.) degree from an accredited college or university in a related clinical or public health discipline with appropriate licensure and/or certification is highly desirable.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**License:**

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment or the ability to arrange necessary transportation for field travel. Employees in this class may be required to use their personal vehicle.